

DRIVER INSTRUCTIONS IN CASE OF ACCIDENT

- 1. Take steps to prevent further accidents:**
 - Park safely out of traffic flow if vehicle is operable.
 - Set out flares or otherwise warn of hazard.
- 2. Call for medical assistance if there are injuries.**
 - Do not attempt to move an injured person.
 - Provide basic first aid only.
- 3. Contact police**
 - In some areas police may not respond if no injuries.
 - If so, tell dispatcher city vehicle is involved.
 - Obtain report number & officer ID.
- 4. Exchange information**
 - Driver's name/address/telephone number.
 - Driver's license number/vehicle license number.
 - Insurance policy number, agent, and insurer.
 - See accident report form for details
- 5. Get names/addresses/telephone numbers of witnesses.**
- 6. Remain calm**
 - Don't argue, accuse or accept blame for accident.
 - Discuss details only with police and your employer.
- 7. Complete "Accident Report Form" (enclosed) at accident scene, if possible.**
 - Make note of street names, directions, and landmarks
 - GIVE TO YOUR SUPERVISOR WITHIN 24 hours.
- 8. Supervisor Review:** Sign report and forward to City Clerk.
- 9. FORWARD ACCIDENT REPORT to:**

**ABAG PLAN Corporation
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